

Job Description Congregational Life Coordinator

Cross of Christ Personnel Vision Statement:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships, which have their foundation in the love of Christ.

Description: The Congregational Life Coordinator provides opportunities for members and friends to participate in the life and ministry of the congregation; facilitates communication inside the congregation; and assists Cross of Christ in marketing to and communicating with people in the communities in our area.

Responsibilities:

- Develop, maintain, and manage the opportunities for volunteer involvement at Cross of Christ, including publicity, awareness raising, recruitment, follow-up evaluation and recognition
- Encourage member involvement and retention through opportunities to be a part of ministries in the congregation and community
- Maintain an appropriate data base and a retrieval system for the interest and skills of members
- Supervise the scheduling of Sunday morning worship volunteers
- Work with congregational leaders in ministry areas to encourage them to utilize volunteers
- With the pastors, coordinate the New Member classes 3-4 times a year; work with the new member classes to help new members discern their gifts and interests in the congregation; assist in the integration of new members
- Coordinate the Ambassador program (those who visit first-time visitors)
- Provide leadership to plan and administer events related to volunteer opportunities (Volunteer Fair, Volunteer Appreciation)
- Gather input from other staff members and update the congregation's web page each week using Word Press
- Gather information, edit, and send out the weekly electronic newsletter
- Strategize with staff and the Evangelism Team to raise the profile and ministry of Cross of Christ in the surrounding communities through advertising, social media, etc.
- Attend weekly staff meetings (currently Monday at 10:30am)

Knowledge/Skills/ Abilities

- Personal commitment to Christ and the ministry of Cross of Christ
- Flexibility, patience, perseverance, enthusiasm
- Organized, self-starter
- Clear oral and written communication skills
- Ability to relate to and empower others
- Computer skills are required

This position is paid on an hourly basis, with an average of 10-12 hours/week.

The Congregational Life Coordinator will be directly supervised by the Senior Pastor. According to the congregation's constitution, the Executive Committee of the Congregation Council has oversight over all personnel issues and evaluation